

U.S. Air Force

New Start Congressional Notification Business Rules (Investment)

January 2011

Prepared by:

Office of Air Force Budget Investment Deputy Assistant Secretary (Budget)

Reviewed and Coordinated by:
Office of Air Force Congressional Budget and Appropriation Liaison Office
and
Office of Air Force Legislative Liaison

Introduction

This document provides the Standard Operating Procedures (SOPs) for managing Congressional new start notification letters (Investment) for new start requests below the threshold requiring prior approval. SOPs include the rules of engagement for receiving, staffing, controlling, and final disposition. Due to the fact SAF/FMBI is responsible for new start notifications (Investment), they are also the OPR for the SOPs. SOPs pertain to the overall coordination process; the new start notification letter originator may have internal coordination procedures as well.

These SOPs were coordinated with SAF/LL and SAF/FMBL as the Air Force Congressional liaison offices; they are the authority on any direct liaison activities with Congress. This SOP applies to all members of 2 Letter SAF/HAF Organizations.

Definitions

- a. TMT: HQ Air Force Task Management Tool, used to manage staff actions.
- b. **Action Officer (AO)**: The member responsible for an action assigned by the workflow manager or those actions initiated by the AO.
- c. TMT Manager: Authorized person with authority to task individuals using TMT.
- d. **Functional OPR**: The 2-letter SAF/HAF organization responsible for completing draft new start notifications to Congress.
- e. **Functional OCR**: The 2-letter SAF/HAF organization identified as available to the OPR for assistance.

Responsibilities

- a. SAF/FMB: SAF/FMB is the signature authority for new start notification letters distributed to appropriation committees. SAF/FMB workflow manager is responsible for managing the organizational email and TMT, including accepting/declining tasks, assigning action officers, tracking all open taskers, and providing for the final disposition of workflow tasks.
- b. **SAF/FMBI**: Once SAF/FMB assigns a task to SAF/FMBI action officer, he/she is responsible for the overall management to include, ensuring the appropriate functional OPR and OCRs are identified, monitoring OPR for timely response, and processing the final staff package.
- c. **SAF/LL**: SAF/LL is the signature authority for new start notification letters distributed to the authorization committees. Once appropriation letters receive final coordination and signature, SAF/LL is responsible for signing authorization committee letters.
- d. **SAF/FMBL**: Responsible for coordination on new start notification letters. Coordinates delivery of signed letters with SAF/LL for both appropriation and authorization committees.
- e. **Functional 2-letter**: Responsible for initiating coordinated request for new start notification letters.

Process

The following section covers processing Congressional new start notification letters (Investment). The following method will be used to process such correspondence:

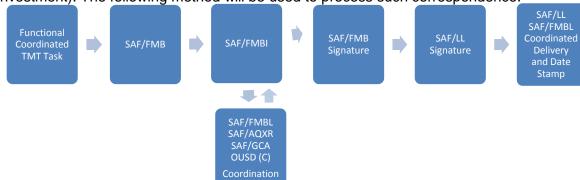


Figure 1- New Start Congressional Notification (Investment) Process

It's important to note, new start Congressional notification letter requests come from a number of sources and are received directly from any staff entity. However, no matter the origin, all such correspondence must be forwarded to SAF/FMB for proper processing and assignment according to the procedures outlined in this guide.

Functional/Originator: The originator drafts new start notification letters, completes all internal coordination, and tasks SAF/FMB as OPR in TMT (See Figure 2). New start notification letters will be uploaded in the Original Documents tab within the TMT task.

SAF/FMB: SAF/FMB workflow will assign the task to the SAF/FMBI budget analyst.

SAF/FMBI: The analyst will ensure new start notification letters are properly formatted, contain all pertinent information, and verify the new start against appropriate President's Budget justification material. Edited new start notification letters are uploaded in Public Workspace within TMT task. The SAF/FMBI analyst then tasks SAF/AQX (for non SAF/AQ generated letters), SAF/GCA, and SAF/FMBL for coordination on new start notification letters uploaded in Public Workspace; also, sends a copy to OUSD(C) analyst for OUSD(C) coordination. Once appropriate offices coordinate, the package is forwarded for SAF/FMB signature (See Figure 3). Upon receipt of SAF/FMB signature, the SAF/FMBI analyst uploads signed copies into the Public Workspace tab and tasks SAF/LL to sign authorization committee letters¹. SAF/FMBL is info copied on SAF/LL task to ensure coordinated delivery of both letters.

SAF/LL: Signs authorization committee letters (See Figure 4). After SAF/LL signature is received, coordinate with SAF/FMBL for delivery of both authorization and appropriation committee letters. Coordinated delivery ensures the same date stamp on both authorization and appropriation committee letters.

¹ SAF/FMB signature constitutes 3-letter tasking and tasking authority is delegated to 5-letter action officer for new start notification letters. 5-letter action officer requires visibility into final TMT task and delivery of new start notification letters.

AO: Name, Org, Phone

SUSPENSE: 3 Sep 10

- 1. PURPOSE: Congressional notification to use FY2010 procurement funds to refurbish and modify two excess T-10/F-16 Hush Houses located on Cannon AFB to T-56/C-130 configurations for installation on Hurlburt Field to meet critical Air Force Special Operations Command (AFSOC) mission needs.
- 2. BACKGROUND: Cannon AFB has two T-10 Hush Houses no longer used by Air Combat Command. Two T-10 Hush Houses are required to support the future Special Operation Forces T-56 Centralized Repair Facility (CRF) maintenance activities at Hurlburt Field.
- 3. DISCUSSION: The CRF supports T-56 intermediate maintenance for 88% of the AFSOC C-130 fleet to include AOR supported units. Due to the closure of the Ramstein CRF, and the centralization of AFSOC maintenance inspections, AFSOC CRF workload has increased exponentially with additional increases anticipated. The new CRF facility, coupled with two T-10 Hush Houses, will not only give SOF unparalleled engine repair capability, but ensure current and future mission demands are met. Relocation and refurbishment of these assets to a T-56 configuration for use at Hurlburt Field will produce a cost avoidance of approximately \$15M over new procurement.
- 4. RECOMMENDATION: SAF/FMB and SAF/LL sign the attached notification letters.

Tabs:

- 1. SAF/FMB Congressional Notification Letters
- 2. SAF/LL Congressional Notification Letters

Figure 2-Functional TMT Tasking Example for New Start Congressional Notification Letters



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1060

OFFICE OF THE ASSISTANT SECRETARY

SEP 20 2010

SAF/FMB 1130 Air Force Pentagon Washington, DC 20330-1130

The Honorable Daniel K. Inouye Chairman, Committee on Appropriations United States Senate Washington, DC 20510-6028

Dear Mr. Chairman,

This is to inform you the Air Force intends to use \$4.6 million to purchase support equipment for two excess T-10/F-16 jet engine hush house test facilities being refurbished for T-56/C-130 engines. Funds to purchase this equipment will be Fiscal Year 2010 Aircraft Procurement, Air Force appropriation, Aircraft Replacement Support Equipment. The Air Force deems this a New Start initiative.

The two hush houses are required for the future T-56 Centralized Repair Facility (CRF) at Hurlburt Field. The CRF will support T-56 intermediate maintenance for 88 percent of Air Force Special Operations Command's AC/MC-130 fleets. Furthermore, this initiative will save approximately \$15 million over procuring new equipment.

A similar letter has been sent to the Vice Chairman of your subcommittee and to the Chairman and Ranking Minority Members of the other Congressional Defense Committees.

Sincerely

AMPRED K. FLOWERS, Maj Gen, USAF Deputy Assistant Secretary (Budget)

Figure 3-Signed SAF/FMB New Start Congressional Notification Letter Format



DEPARTMENT OF THE AIR FORCE HEADQUARTERS UNITED STATES AIR FORCE

DEC 10 2010

SAF/LL 1160 Air Force Pentagon Washington, DC 20330-1160

The Honorable Carl Levin Chairman Committee on Armed Services United States Senate Washington, DC 20510-6050

Dear Mr. Chairman:

This is to inform you that the Air Force intends to purchase approximately 505 GBU-54 Laser Joint Direct Attack Munitions (LJDAM). The LJDAM is a weapon modification kit that incorporates an inertial guidance system and Global Positioning System guidance control unit with laser seeker on an existing Joint Direct Attack Munition (JDAM). Specifically, the Air Force will spend \$8.0 million in Fiscal Year 2010 ammunition procurement funding to procure the GBU-54 LJAMs. The Air Force deems this a new start initiative and will fund this new project from within the existing Fiscal Year 2010 JDAM budget line item.

The Air Force is taking this action to equip fighter aircraft with a flexible and effective munition that can be employed against both moving and stationary targets. The laser seeker modification unit is already on contract with the US Navy's Direct Attack Moving Target Capability program. The Air Force plans to leverage this contract and use funding from General Purpose Bombs budget line item to obtain the above mentioned assets.

A similar letter has been sent to the Ranking Minority Member of your Committee and to the Chairmen and Ranking Minority Members of the other Congressional Defense Committees.

Very respectfully,

LORIJ. ROBINSON Major General, USAF Director, Legislative Liaison

Figure 4-Signed SAF/LL New Start Congressional Notification Letter Format